



2026/27 BI-ANNUAL COMMUNITY GRANTS PROGRAM

INFORMATION & GUIDELINES



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Acknowledgement of Country

The City of Darebin acknowledges the Wurundjeri Woiwurrung people who are the Traditional Owners of the land on which Darebin stands. We recognise their continuing connection to land, waters and culture. We pay our respects to Elders past, present and future leaders.



1. Overview of the 2026/2027 Community Grants Program

The City of Darebin is committed to supporting the community to deliver programs and events that respond to community needs and aspirations and promote a connected and inclusive city.

You can apply for up to \$10,000 for your project. You will need to complete your project and submit your acquittal within 12 months. There are two grant rounds with the first-round opening in July 2026 and the second round in February 2027.

There are other City of Darebin grants programs including the Multi-year Funding program, the Older and Active Grants and the Festivals & Community Events Grants. These programs have their own eligibility criteria and guidelines. Further information can be found on Council's [grant website](#).

2. Grant categories

This year, Council endorsed aligning the Community Grants program with strategic objectives outlined in Our Darebin Plan 2025–2029 (see Figure 1). This Plan outlines Council's strategic directions over four years and was endorsed in 2025 following significant community input.

The Community Grants Program now invites applications under the following five broad categories:

- Aboriginal Culture and Knowledge
- Equity, Diversity & Inclusion
- Health & Wellbeing
- Climate Leadership & Response
- Vibrant Places and Economy

Under each category, there are several focus areas. Identify the category and focus areas that align most closely with your project idea.

Strategic Direction 1:

Aboriginal Culture and Knowledge A City that celebrates Aboriginal and Torres Strait Islander culture, values, knowledge and traditions, respects the right for self-determination and takes deliberate action toward Truth-Telling.

Strategic Direction 2:
Health and Wellbeing

A City where everyone in the community can access the opportunities, infrastructure and services they need to be physically and mentally safe and healthy.

Strategic Direction 3:

Equity, Diversity and Inclusion A City where our rich diversity is celebrated, everyone can thrive and belong, and our services, programs, places and spaces are equitable, responsive, inclusive and accessible to all.



Strategic Direction 4:

Climate Leadership and Response A City that is a climate leader, drives opportunities for achieving zero emissions, adopts by transforming how we provide services, open spaces and infrastructure, and works with our community to build ongoing resilience.

Strategic Direction 5:

Vibrant Places and Economy A City that is liveable with vibrant places and spaces, safe streets and a thriving local economy.

Strategic Direction 6:

Decision-making, Community Engagement and Transparency A City that is well-managed, transparent and trusted by its community and partners.

Figure 1: Our Darebin Plan 2025-2029 Strategic Directions

Identify the category and focus area/s that aligns most closely with your project idea.

Grant category	Focus areas
Aboriginal Culture and Knowledge	Support for Aboriginal-controlled organisations to deliver community programs Storytelling, truth-telling, and local history initiatives Cultural events, exhibitions, and language revitalisation Knowledge-sharing between Elders, community, and younger generations On-Country learning and cultural land management activities
Equity, Diversity and Inclusion	Projects/programs supporting multicultural, refugee and asylum seeker communities Initiatives led by and for people with disability LGBTIQ+ community safety and inclusion projects Gender equity, prevention of family violence, and respectful relationships Youth, family, and ageing-well initiatives Projects that respond to the impacts of racism, Islamophobia, antisemitism, homophobia and transphobia, with a focus on safety, inclusion and belonging Education, awareness-raising and capacity-building activities that challenge prejudice, misinformation and harmful stereotypes
Health and Wellbeing	Social connection and loneliness reduction initiatives Community-led mental health projects Food relief, security, nutrition and physical activity programs Youth, family, and ageing-well initiatives Projects that address priority health and wellbeing issues including social isolation; poor mental health; sexual and reproductive health issues; alcohol and substance use; tobacco use and vaping; gambling; healthy eating; food security; family violence; physical inactivity; and the health impacts of climate change
Climate Leadership and Response	Community climate action and advocacy projects Urban greening, biodiversity protection, nature connection, and water-sensitive initiatives Climate resilience planning for vulnerable communities Repair, reuse, and circular economy initiatives Education programs supporting behavior change and climate literacy
Vibrant Places and Economy	Arts, culture and creative industries initiatives Place-making, festivals and local activation projects Social enterprise and community business development Skills, employment and pathways for young people and diverse cohorts Strengthening local shopping strips and neighborhood hubs

3. Eligibility

Who is eligible to apply for a Community Grant?

The following eligibility criteria apply to the Community Grant Program:

Organisational structure

- Applicants must be a formally recognised not-for-profit¹ organisation/group or a social enterprise organisation if applying for more than \$2,000.²
- An Aboriginal and/ or Torres Strait Islander community-controlled organisation operating in Darebin

OR

- Non-incorporated organisations/groups can apply for up to \$2,000 but must have a bank account name in the name of the organisation/group and demonstrate that they operate as a not-for-profit organisation.

OR

- Non-incorporated organisations/groups applying for more than \$2,000 may choose to find an incorporated organisation to auspice³ them for their project. Auspice organisations receive and manage funds on behalf of non-incorporated groups. Groups seeking an auspice body are advised to contact the Grants Officer on 8470 8504 or darebingrants@darebin.vic.gov.au
- Schools may apply but are encouraged to partner with community groups in activities that benefit the wider community.

Other criteria

Applicants must:

- Be in, or deliver activities within the City of Darebin.
- Have Public Liability Insurance (to value of \$20 million)
- Have no outstanding debts to Council.

¹ A not-for-profit organisation is an organisation that is not operating for the profit or gain of its individual members. Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes.

² Social enterprise organisation is one that trades to intentionally tackle social problems, improve communities, provide people at risk of exclusion access to employment or training or help the environment.

³ In this context, the auspice organisation would receive the grant funding and have responsibility for ensuring that the activity is completed on time. A letter from the auspicing organisation that confirms the arrangement must be submitted with the grant application form.

Who is not eligible to apply for a Community Grant?

The following are not eligible to apply for a Community Grant:

- Individuals
- Political organisations
- Religious organisations, applying with the purpose of promoting religion or proselytizing
- Businesses or for-profit organisations
- Applicants who have not fulfilled the conditions for previous Council grants (including submitting acquittal reports) and/or have outstanding debts with Council
- Applicants that own or operate Electronic Gaming Machines (EGMs); that receive sponsorship or support (in-kind or cash) from EGM revenue; that meet and/or hold events/activities in venues that have EGMs or; that promote gambling and/or EGM venues.⁴
- Applicants whose values are inconsistent with City of Darebin's values to promote diversity, tolerance and an inclusive community as outlined in City of Darebin's adopted policies.

What can be funded?

Applications must align with at least one of the grant categories and relevant sub-categories. If your project aligns with multiple categories, select the category that fits best. Project funds can be used on many expenses including:

- Fees for temporary staff to implement the project
- Printing, advertising, publicity and promotional costs
- Translation and interpreting costs
- In-kind Council venue hire (maximum \$2,000)
- One-off private venue hire (not including the applicant's permanent venue and a maximum of \$2,000)
- Materials and other items essential to the project
- Transport costs for project participants
- Public Liability Insurance costs
- Payment of essential entry/participation fees for participants
- Volunteer out-of-pocket expenses
- Costs to support participation of people with a disability.

⁴ In accordance with the Darebin Gaming Machine Policy.

What cannot be funded?

- Projects that are inconsistent with Council strategic directions or Community Grant categories or focus areas.
- Projects that are the responsibility of other levels of government (e.g. State, Federal)
- New building projects, capital works, and facility maintenance projects
- Projects that have a religious or political purpose which seeks to promote core beliefs and religious functions
- Projects that are already receiving Council funding
- Activities that duplicate existing services/activities unless it can be demonstrated that it meets an unmet community need
- Capital equipment purchases (i.e. telephone lines, computers, printers, power tools, audio-visual equipment, building maintenance or capital improvements such as heating or cooling systems, shade sails, solar panels etc.). If you are not sure if an item for which you are seeking support is “Capital Equipment’ or ‘Materials’, please contact the Grants Officer to discuss on 8470 8504 or darebingrants@darebin.vic.gov.au
- Payment of outstanding loans and debts
- Projects that have already commenced or where the organisation has committed expenditure prior to the grant notification date (activities will not be funded retrospectively)
- Core school curriculum activities (kindergarten, primary or secondary schools). Only applications that demonstrate a broader community partnership approach and benefit will be considered
- Gift vouchers, prizes and trophies
- Rent of premises (note that this is different to venue hire)
- Utilities (gas, electricity, water)
- Any project also funded (cash or in-kind) through EGM revenue, including sponsorship or venue hire
- Any project that operates in a venue with EGMs or any project that promotes gambling.

4. Your application

You will submit your application online on the Smarty Grants website. You will work through a list of questions, and you will also need to provide some important documents. You can download a copy of the application form so you can prepare your responses offline.

Please note: Funding will only be available to an organisation once each financial year – meaning if you are successful in one grant application, you will not be eligible to receive funding for another project that financial year. It is possible to include more than one project/program/initiative within an application.

Council may fund less than the amount requested by an applicant and may also make special conditions for the funding of a project.

What to include in your application

To increase your chances of success, make sure that you include the following in your application:

- Description of the alignment of your project with one of the categories, and one or more of the relevant focus areas
- Clear identification and explanation of the need or the issue the project seeks to address (including evidence showing the need)
- The benefit to the community
- An explanation of how you will engage community members in your project
- Your approach to implementing and evaluating your project
- A well-developed and realistic budget with quotes for expenses greater than \$1,000 (and all venue hire costs)

If your activities involve contact with children or young people, you may be required to obtain Working with Children (WWC) Checks. To find out if you need WWC checks or are exempt, visit the [Working with Children website](#)

- An explanation of how your project will:
 - Promote gender equality and consider the needs and circumstances of different genders.
 - Consider Child Safety and meeting legislated Child Safety requirements (where relevant).
 - Promote environmental sustainability and/or reduce the impact of climate change.
 - Provide equitable access to the priority groups outlined in the *City of Darebin Towards Equality Framework*.⁵ This is only required for applications of \$3,000 or more but is good practice to consider for all applications.
 - See Appendix 3 for more information on these topics.

Documents required

You will need to attach the following documents to your application:

- Certificate of Incorporation (if applicable)
- Confirmation of an auspice agreement (if applicable)
- ABN (if applicable)
- Certificate of Currency for Public Liability Insurance
- Letters of support (if applicable)
- Evidence of permissions, permits or approvals (if applicable)
- Budget (with quotes for items valued greater than \$1,000 and venue hire costs)
- Project plan
- Evaluation plan (for amounts over \$5,000)

What help is available?

To maintain objectivity, Council officers are unable to assist with the development or submission of applications. To support applicants, we have trained volunteers that can assist. Our volunteers can provide assistance by appointment only.

Interpreters can be arranged for these sessions if required.

⁵ Aboriginal and Torres Strait Islander people; Children; Young people; Older people; Culturally and linguistically diverse people, migrants, refugees and asylum seekers; Women and girls; Lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) people; People with a disability; People experiencing poverty, including intergenerational disadvantage; and others at risk of exclusion and discrimination (including but not limited to Antisemitism and Islamophobia).

Council's Commitment to Gender Equity

We are committed to creating a community where everyone is safe, respected and treated fairly, regardless of gender. A community that is safer, healthier and more inclusive for everyone. In alignment with the Gender Equality Act 2020, Council considers and promotes gender equality in our policies, programs and services. This includes our grant programs.

There are also online and in-person information sessions.

The online sessions can be accessed here: [Information sessions are available on the Community Grants Website](#) In-person information sessions are available on request. To find out more about these options, contact the Grants Officer: (03) 8470 8504 or darebingrants@darebin.vic.gov.au

5. Assessment of your application

There are five steps in the Community Grant assessment process:

1. Eligibility check – Only those applications that meet eligibility criteria will continue to the assessment process.
2. Assessment of applications – Applications are assessed against assessment criteria by a Grants Panel comprised of minimum of three Council Officers.
3. Approval of recommendations: Council’s Executive Leadership Team review and approve recommendations for funding.
4. Announcement of application outcomes: Applicants are notified of the outcome of their application.
5. Council notified: Councilors are notified of funding outcomes.

If you want to know more about the outcome of your grant, you can request feedback no later than 10 days from the date of notification of the outcome by email to darebingrants@darebin.vic.gov.au. Following feedback on your application, if you still believe that your application has been unfairly assessed or that the application process has not been followed, please submit a written request for an outcome review. In the written request please include the name of your group or organisation and your application ID number. *A request for an outcome review needs to be submitted no later than 10 days from the date of notification of the grant outcome may be delivered via email to: darebingrants@darebin.vic.gov.au. Council will aim to finalise a review & outcome within 14 days of receiving the request for review.

Council assesses each application on its merits. Each application is assessed by a panel comprising of at least three Council Officers who make their recommendations based on strict assessment criteria.

The assessment criteria is outlined here:

Criteria	Description	Weighting
<p>Need</p> <p>Why the project is needed, important and justified.</p>	<p>Alignment with funding category and relevant focus area/s.</p> <p>Evidence of community need and clear articulation of how project activities will lead to intended outcomes.</p> <p>Demonstrated engagement with, and support of, the local community and partners.</p> <p>New and/or emerging partnerships, networks, projects and stakeholders that are responsive to community need</p>	25%
<p>Benefit</p> <p>How the project will benefit the Darebin community and intended participants.</p>	<p>Demonstrated and measurable benefit to Darebin residents.</p> <p>Clear evaluation plan outlining objectives, indicators of success and measurement methods and timelines.</p> <p>Strength, scale and sustainability of outcomes over time.</p> <p>Use of local suppliers.</p>	25%
<p>Delivery</p> <p>Skills and experience to deliver the project.</p>	<p>Clear and achievable project plan.</p> <p>Clear and complete budget with quotes provided for expenses exceeding \$1,000.</p> <p>Demonstrated organisational capability to deliver projects or programs of a similar scale to proposed activity.</p> <p>Sustainability of the initiative and/or outcomes including plans to diversify funding and reduce reliance on Council grants.</p>	25%
<p>Equity and Inclusion</p>	<p>All projects</p> <p>Demonstration of how the project will promote gender equality and consider the different needs, interests, and circumstances of different genders.</p> <p>Demonstration of how the project will consider Child Safety and meet legislated Child Safety requirements.</p> <p>Demonstration of how the project will promote environmental sustainability and/or reduce the impact of climate change.</p> <p>Projects >\$3,000</p> <p>Demonstration of how the project will provide equitable access to priority groups as outlined in the Towards Equality Framework.</p>	25%

6. Conditions of funding

If you are successful in your application for a community grant, we will ask you to fill out a 'Conditions of Grant' form online (via Smarty Grants). The 'Conditions of Grant' form outlines necessary monitoring, evaluation, accountability measures and other conditions. This form helps Council ensure that the Community Grants Program funding is spent as agreed and in alignment with the purpose of the program. Successful applicants must complete the online Conditions of Grant form to confirm their grant and agree to conditions before payment will be made. Instructions on how to access and submit the form will be sent to applicants via email.

The Conditions of Funding include the following and may include additional conditions outlined for your specific circumstances:

Funding agreements and reporting requirements

- Successful applicants must sign a Conditions of Grant form.
- Grant recipients must submit a satisfactory acquittal form at the end of their funded project. Acquittal reports will show evidence of expenditure and implementation of funded activities
- The support of the City of Darebin for funded projects must be acknowledged in any public communication, publication, media or social media related to the funded project/activity – the precise wording will be provided to successful applicants. Activity-related websites and social media pages must prominently display the Council's logo. Grant recipients are also required to invite, when possible, the Darebin Mayor and/or Councilors to any event/activity related to the funded project.
- There should be no assumption of continued funding beyond the term of the funding agreement.
- City of Darebin reserves the right to adjust or discontinue funding if conditions are not met.
- City of Darebin reserves the right to conduct audits or request additional information as required.

Use of funds

- City of Darebin funding must be used in accordance with the project approved by the City of Darebin as detailed in your application.
- Any requests for variations to the intended purpose or timing of the funding must be submitted in writing, through Smarty Grants.
- Funds not expended within the agreed timeframe are to be returned to the City of Darebin unless a written extension has been granted.

Legislation

- All funded projects must include all relevant and required consents, permits or approvals prior to commencement.
- As per the Gender Equality Act 2020, all applications must demonstrate that they have considered how people of different genders may be impacted by their activities.
- This includes demonstrating that they have made attempts, where relevant, to provide an equitable opportunity.
- Funded organisations are required to meet all relevant legislative requirements (e.g. Child Safety, Occupational Health & Safety, Risk, Equal Opportunity, Workers Compensation).
- Funded organisations are required to ensure volunteers are registered with the organisation and adequately covered by insurance as detailed in the funding agreement.

7. Important dates

Round 1 of the 2026/2027 Darebin Community Grants Program opens Monday 1 July, 2026 and closes Sunday August 16, 2026 at 11.59pm.

NOTE: Late applications will not be accepted. To avoid any last-minute submission issues, it is recommended that you submit your application at least one business day prior to the due date.

Grant applications open	Wednesday 1 July 2026 at 9am
Grant applications close	Sunday 16 August 2026 at 11.59pm Applications after this deadline will not be accepted under any circumstances.
Acknowledgement of receipt of application	You will receive an email acknowledging the receipt of your application. If you do not receive an acknowledgement, your application has not been submitted and received. In this case, please call the Grants Officer immediately on 8470 8504 or Smarty Grants technical support on 9320 6888.
Assessment of applications	September 2026.
Notification of outcome of your application	October 2026. Applicants will be notified by email (the same email used to submit the application) of the outcome of their application. If you have not received notification by the end of October, please contact the Grants Officer on 8470 8504 or darebingrants@darebin.vic.gov.au

Payments	October 2026. Payments to successful applicants will be made in October.
Project to be completed	30 June 2027
Project Acquittal & Final Report	31 July 2027 *Acquittal reports to be submitted in Smarty Grants

Appendix 1 – Incorporation, auspice arrangements and insurance

Further detail about incorporation, auspice arrangements and insurance and the requirements of the Community Grants Program is provided below.

Incorporation

Incorporation gives community groups a formal legal structure. Incorporated groups are given legal responsibilities and advantages which also legally protects individual group members.

All groups applying for more than \$2,000 must be incorporated or must have an auspice agreement with an incorporated organisation. If you are not incorporated and would like to become incorporated, contact the Office of Consumer Affairs Victoria on 1300 55 81 81 or visit www.consumer.vic.gov.au

Auspice arrangements

An auspice arrangement can be made in order for an unincorporated group to apply for funding greater than \$2,000. The auspice organisation receives the funds, signs the funding contract, and ensures project compliance. A letter from the auspice organisation confirming the arrangement must be submitted with your application.

If you are planning on developing an auspice arrangement with another organisation, please contact the Grants Officer on 8470 8504 or darebingrants@darebin.vic.gov.au

Public Liability Insurance

Public Liability Insurance protects community groups and organisations against legal liability to pay:

- Compensation to third parties
- Property damage that may occur as a result of activities undertaken by the group/organisation
- Legal costs that a group/organisation may have to pay if it needs to defend claims of bodily injury and/or property damage, made by any member of the public, against it.

The Municipal Association of Victoria (MAV) recommends the Local Community Insurance Services (LCIS), a division of Jardine Lloyd Thompson (JLT) who have been actively providing insurance solutions to clubs and volunteer-based community groups since 1987. For quotations, please contact LCIS by email insurance@lcis.com.au or phone 1300 853 800.

All applicants are required to have public liability insurance with \$20 million cover (this may be reassessed on a case-by-case basis). A copy of your Certificate of Currency – Public Liability Insurance should be attached to your application. If you are being auspiced by another organisation, you will need to provide a copy of their Certificate of Currency. Community Grant funding may be used to cover the costs of gaining Public Liability Insurance. In this case, please obtain a formal quote from an insurance company and attach it to the application form.

Appendix 2 – Council facilities available for hire

Venue hire is an eligible project activity for all five grant categories up to the value of \$2,000. This applies to Council venues and private venues.

If you would like to include use of Council venues in your application, please call the venue to get a quote and make a booking. All bookings are tentative until applications have been assessed, approved, and venue hire support has been allocated.

If you are successful in receiving venue hire support for Council venues, this will be provided as in-kind support – you will not receive a payment but will still be required to sign a Conditions of Grant form.

Note: Venue hire support applications for the use of the Darebin Arts and Northcote Town Hall Arts Centers are subject to specific eligibility criteria. Please be advised Council’s venues may not be available on the dates you require or, if available, some restrictions may apply for groups using Council’s venues.

Council venues available for venue hire support	Contact Number
Preston City & Shire Halls	Ph: 8470 8649
Darebin Arts Centre	Ph: 8470 8280
Northcote Town Hall Arts Centre	Ph: 9481 9500
Donald Street Community Hall, Fairfield Community Room Clyde Street Community Hall, GE Robinson Pavilion	Ph: 8470 8110
Preston and Northcote Libraries' Meeting Rooms	Ph: 1300 655 355
Reservoir Community and Learning Centre	Ph: 9496 1021 or 8470 8110
Keon Park Children 's Hub	Ph: 8470 8022

Appendix 3 – Gender equity, child safety and inclusion

Council is committed to supporting the rights of people and groups who experience discrimination and disadvantage, including the following:

- Aboriginal and Torres Strait Islander people
- Children
- Young people
- Older people
- Culturally and linguistically diverse people, migrants and refugees
- Women and girls
- Lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) people
- People with a disability
- People experiencing poverty, including intergenerational disadvantage, in the context of historical and growing inequalities
- Others that may experience exclusion or discrimination (including but not limited to Antisemitism and Islamophobia).

We know that people and their identity and experiences, as individuals and as part of a community, may be made up of many of these different components and are, of course, not limited to one.

In your application, you will need to make clear how you will consider the needs of different genders and promote gender equity. If you are applying for more than \$3,000, you will need to outline how you will consider the needs of the groups listed above. It is good practice to consider the needs of all the groups highlighted above, regardless of the amount of funding you are seeking. By considering how you may encourage participation and inclusion, you are making your project accessible to as many people in the community as possible.

Gender

To learn more about gender equality, visit the Victorian government Gender Equality website: <https://www.vic.gov.au/gender-equality-what-it-and-why-do-we-need-it>

When considering how your project might promote gender equality and meet the needs of different genders, it can be useful to **ask yourself these questions**:

- Do women, men and gender diverse people have different participation, access or outcomes in the areas your project hopes to improve? If so, why could that be?
- Will women, men and gender diverse people experience the benefits of the project equally? If not, how might you address this?
- Will women, men and gender diverse people participate in decision-making equally? If not, how might you address this?
- Does your project challenge gender norms and stereotypes? If not, can you think of any ideas that you could challenge norms and stereotypes?
- Could your project inadvertently make existing gender gaps bigger or reinforce gender stereotypes? If so, how will you address this?

- Will particular people or groups be affected differently or excluded from your project? If so, how will you address this?
- Are there barriers to participation or access for particular people or groups (for example safety, racism, money, caring duties)? Can these barriers be removed?

Good inclusive practice

There are some great tips for considering the needs of different groups in the community in the 'Community' section of the Victorian government's Better Practice Guide for Inclusive Engagement.

<https://www.vic.gov.au/better-practice-guide-inclusive-engagement>

Volunteering Victoria has some great tips for being more inclusive on their 'Breaking Down Barriers to Volunteering' and 'Solutions for Inclusive Volunteering' fact sheets. Although these are focused on volunteering, the ideas are applicable to community projects:

<https://www.volunteeringvictoria.org.au/resource/local-lessons-solutions>

Child Safety

Your organisation/community group has responsibilities under the Child Safe Standards. It is a condition of funding that your organisation, practices and volunteers comply with relevant child-safety legislation, regulations and standards.

You can check whether the Child Safe Standards apply to you here:

<https://ccyp.vic.gov.au/child-safe-standards/who-do-the-standards-apply-to-page/>

You can access resources and support for the Child Safe Standards here:

<https://ccyp.vic.gov.au/resources/child-safe-standards/>

Your staff and volunteers may need a Working with Children Check. You can find out more about Working with Children Checks here: <https://www.vic.gov.au/working-with-children-check>

Appendix 4 – Submitting your application on Smarty Grants

1. Register with Smarty Grants

The Darebin Community Grants Program is administered through the Smarty Grants website using the following link: <https://darebin.smartygrants.com.au/>

If you have not applied using the Smarty Grants website before, you will need to register an account. To do this, you will need to provide an email address. This is the email address that will be used for all grant-related correspondence. You will also be asked to create a password.

Tip: Create a password that is meaningful or easy for you to remember. This way, you will be able to access documents if your application is successful and easily apply for future grant funding.

If you have previously applied via the Smarty Grants system, please use the same email address and password. If you have forgotten your password, click on 'Forgotten password' and a link to set up a new password will be sent to your email address.

If you need to change the registered 'User' for your organisation, please contact the Grants Officer on 8470 8504 or darebingrants@darebin.vic.gov.au

2. Activate your account

After registering in Smarty Grants for the first time, you will receive an activation email to the address that you have provided. Use the link provided in the email to log-in to the Smarty Grants website and access application forms.

3. Plan your application

On the Smarty Grants website, navigate to the Community Grants Program and click on the 'Download Preview Form' button to download a copy of the application form. This will help you plan your application offline. Plan your project and grant submission and collect quotes, attachments and letters of support as required.

4. Complete the online application form

On the Smarty Grants website, navigate to the Community Grants Program and click on the 'Start a Submission' button to begin the online application process.

Fill out the application form and upload any documents that you have been asked to provide. You will be asked to supply:

- Certificate of Incorporation (if you are incorporated and/or if you are applying for more than \$2,000)
- Confirmation of an auspice agreement (if you are not incorporated and are applying for more than \$2,000)
- ABN (if applicable)
- Certificate of Currency for Public Liability Insurance
- Letters of support (if applicable)
- Evidence of permissions, permits or approvals (if applicable)
- Budget (with quotes for items valued greater than \$1,000)
- Quote/s for venue hire of any value (if applicable)
- Project plan
- Evaluation plan

5. Submit your form and check that it has been received

Once you have completed all the sections of the form, you will be asked to review the application. Ensure you use the **SUBMIT** button to finalise your submission. You should receive an email acknowledging that your application has been received. If you do not receive this acknowledgement, please contact the Grants Officer on (03) 8470 8504 as soon as possible.

Appendix 5 – Project plan example and template

Project plan template

Anticipated Project Start Date:

Anticipated Project End Date:

	Key tasks <i>(List key tasks in order that they will be completed)</i>	Person responsible <i>(List who will be responsible for the completion of the task)</i>	What will show that you have completed the task? <i>(List the key outputs)</i>	Completion date
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Example

Anticipated Project Start Date: XX November 2026

Anticipated Project End Date: XX June 2027

Key tasks <i>(List key tasks in order that they will be completed)</i>		Person responsible <i>(List who will be responsible for the completion of the task)</i>	What will show that you have completed the task? <i>(List the key outputs)</i>	Completion date
1.	Establish project working group to provide guidance for the duration of the project	Funded organisation program manager	Project working group formed	November 2026
2.	Prepare activity content and finalise project plan	Funded organisation program manager Project working group members	Project plan finalised including: <ul style="list-style-type: none"> • Identification of risks and measures to address them. • An outline of the community groups it plans to reach with a breakdown by gender. • How will the project address the different needs, interests, and circumstances of each gender? • How will the program address gender-based inequities? 	November 2026
3.	Book venues and facilitators	Funded organisation program manager Project partners	Stakeholder consultation venues and facilitators confirmed	December 2026

4.	Create promotional material and distribute to partners and interested organisations	Funded organisation program manager	Promotional material drafted and submitted to Council for approval Promotional material distributed via networks	December 2026
5.	Host stakeholder consultation forums and evaluate sessions	Funded organisation program manager Project partners	Consultation sessions delivered and evaluated. Consultation findings documented	February 2027
6.	Develop draft resources and present to the project working group	Funded organisation program manager Project partners project working group members	Draft resources developed and presented to the project working group	February 2027
7.	Finalise resources and community event	Funded organisation program manager	Resources printed and distributed to relevant stakeholders. Launch event	March-April 2027
8.	Evaluate the activity	Funded organisation program manager project working group members	Activity evaluated including how many people the project benefitted with a breakdown by gender and recommendations for the working group	May 2027
9	Complete the project acquittal and final report	Funded organisation program manager	Project receipts, finances and acquittal report completed.	July 2027

Appendix 6 – Evaluation plan template

Project / program objectives	Proposed outcome(s)	Indicators of success	Measurement	Responsibility
<p>A specific statement outlining what the program aims to achieve within a set timeframe and with available resources. Objectives are concrete, measurable, and time bound.</p> <p><i>Example: Increase the participation rate of elderly residents in fitness classes by 20% within two years.</i></p> <p>(Use a new row for each objective)</p>	<p>The observable and measurable change resulting from the program. Outcomes reflect changes in behaviour, knowledge, skills, or conditions.</p> <p><i>Example: 80% of program participants will report an increase in their physical activity levels.</i></p>	<p>What indicators will you measure to assess if you have achieved your intended outcomes?</p> <p><i>Example: The number of participants in fitness classes will be at least 20% higher than at baseline.</i></p> <p><i>Participants are reporting that they are more physically active since the beginning of the project.</i></p>	<p>How can you measure those indicators?</p> <p>What tools will you use?</p> <p>When will you measure indicators?</p> <p><i>Example: Attendance records collected at baseline and throughout the project.</i></p> <p><i>In-person survey of participants at baseline, mid-project and at the end of the project.</i></p>	<p>Who is responsible for collecting, collating and assessing the measurements?</p> <p><i>Example: Facilitator responsible for collecting attendance records at each session and entering them into central database.</i></p> <p><i>Project manager to undertake in-person surveys.</i></p>

Appendix 7 – Budget template

Income		Expenditure	
Cash sought from Council	\$	Fees for project staffing	\$
In-kind contribution sought from Council (i.e. venue hire)	\$	Promotion and publicity	\$
Cash contributed by your organisation*	\$	Printing	\$
In-kind contributions from your organisation	\$	Transport	\$
Fees collected	\$	Non-Council venue hire	\$
Other sources of income	\$	Equipment	\$
		Catering	\$
		Monitoring and evaluation	\$
TOTAL INCOME	\$	TOTAL EXPENDITURE	\$

*In-kind contributions from your organisation may include staff or volunteer time. Volunteer contributions are valued at \$41 per hour.

Appendix 8 – Other sources of funding

Below are some sources of funding available to community groups. This is not an exhaustive list but is a starting point.

Council provides a list of external grant opportunities on its website:

[External grant opportunities City of Darebin](#)

State Government

Victorian State Government grants and funding opportunities can be found through:

<https://www.vic.gov.au/grants-and-programs>

<https://www.vichealth.vic.gov.au/funding>

<https://www.multiculturalcommission.vic.gov.au/multicultural-grants>

Federal Government

More information on [Federal Government grants](#) and funding opportunities can be found by going to www.communitygrants.gov.au

Other sources of information or funding:

Inner North Community Foundation: <https://www.innernorthfoundation.org.au/>

Philanthropy Australia: <https://www.philanthropy.org.au/>

The Centre for Volunteering: <https://www.volunteering.com.au/open-grants/>

Australian Communities Foundation: <https://communityfoundation.org.au/grant-rounds/>